



ALEXANDER WOLF & COMPANY, INC.

PREAUTHORIZED DEBITS\CREDITS
INFORMATION SHEET

On behalf of Alexander Wolf & Company, Inc., we are pleased to inform you that all shareholders, homeowners, unit owners, etc. have the option of Direct Debit for the payment of all building-related monthly charges.

Those who participate in this optional program will save the cost of postage and the time to write out checks. Under this convenient system, you are invited to pre-authorize Alexander Wolf & Company, Inc. to automatically debit a designated account for your monthly amount(s) due. If you elect to participate, you will receive a debit advice from Alexander Wolf & Company, Inc. indicated on your monthly bill. This debit advice will itemize all charges to be debited from your specified account.

- ACH application form **must** be in the Alexander Wolf Accounting office by the 18th of the month (16th or 17th, if 18th is a Saturday or Sunday) to be activated for the following month. Please include a voided check, so that we can confirm the bank routing number and account number.
- If your monthly (paper) bill says ACH Debit, you are setup for the following month.
- If your monthly (paper) bill does not say ACH Debit, you must send a check.
- Account **must** have a zero balance to activate ACH.
- All billed charges will be taken, including, but not limited to maintenance, common charges, dues, parking, garage, assessment, repair, legal, fines, late charges, etc.
- Funds will be drawn from your bank account on the 4th of the month (2nd or 3rd, if the 4th is a Saturday or Sunday). Funds must be available on that date.
- All delinquency charges, both bank and building, will apply if the ACH fails for any reason, i.e. insufficient funds, unavailable funds, account closed, etc.
- All ACH rejections, except insufficient funds, will cause immediate termination of the ACH program.
- Again, please look at your monthly (paper) bill, which indicates if the ACH program has been activated for your account.

To participate in the Alexander Wolf & Company, Inc. Direct Debit Program, please complete the attached Authorization Agreement for Pre-Authorized Debit/Credits and return it to the attention of the **Accounts Receivable Department at Alexander Wolf & Company, Inc., One Dupont Street, Plainview, NY 11803. Please do not send the form to our Hicksville Lockbox.**

We are pleased to add this valuable service for our clients and we sincerely hope you choose to participate.

Very truly yours,

ALEXANDER WOLF & COMPANY, INC.

Your Managing Agent

One Dupont Street • Plainview, N.Y. 11803 • Telephone 516/349-0540 • Facsimile 516/349-7751